



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Human Resources

Sub-Section:

TITLE: Completed Job Applications

CUTOFF: EOSFY

DESCRIPTION: Completed job applications by applicants. Retained for 6 years to ensure documentation is available during time frame for filing any EEOC or Affirmative Action complaint.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21192

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Drug and Alcohol Testing Records

CUTOFF: EOSFY

DESCRIPTION: Records showing the results from preemployment, reasonable suspicion, or random drug and alcohol testing of employees. Retained for 6 years to ensure documentation is available during time frame for filing any EEOC or Affirmative Action complaint.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21191

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Equal Employment Opportunity/Affirmative Action Files

CUTOFF: EOFFY

DESCRIPTION: Copy of affirmative action plan, written in accordance with the Affirmative Action Program, Governor's Executive Orders, applicable federal and state laws and regulations, and the principles of affirmative action and equal employment opportunity. Also includes related documentation.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21195

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Human Resources

Sub-Section:

TITLE: Family Medical Leave Act (FMLA)

CUTOFF: Termination of employment

DESCRIPTION: The Department complies with provisions of FMLA which specify that eligible employees are granted extended absences. Records are maintained for individual employees and include applicable forms, supporting documentation from health care provider, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21199

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Grievance Files

CUTOFF: Issuance of decision or resolution of situation

DESCRIPTION: Files relative to internal complaints of discriminatory practices, includes complaint and any supporting documentation, records supporting internal review to investigate the claim, report on results of investigation, letters requesting appeals to decisions, etc. Retained for 6 years to ensure documentation is available during time frame for filing any EEOC or Affirmative Action complaint.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21194

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Job Announcements

CUTOFF: EOSFY

DESCRIPTION: Listserv messages posted in an official capacity. Retained for 6 years to ensure documentation is available during time frame for filing any EEOC or Affirmative Action complaint.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21193

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Human Resources

Sub-Section:

TITLE: Job Related Injuries and Illness Files

CUTOFF: EOSFY

DESCRIPTION: Files related to Worker's Comp or other injuries where medical attention is refused or not required. Records include incident reports and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21196

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Members' Insurance Records

CUTOFF: EOSFY

DESCRIPTION: The Department has its own medical, prescription, and life insurance plan available to active and retired Department employees and their families. Records include annual forms from the member indicating their selection of the insurance coverage and deductible plan desired, correspondence with the member, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21190

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants and programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21197

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Human Resources

Sub-Section:

TITLE: Shared Leave

CUTOFF: Termination of employment

DESCRIPTION: The Department manages a shared leave pool which is supported through employee donations of annual leave. Records are maintained for individual employees and include shared leave donation forms, shared leave request forms, detailed doctor's statement which includes a diagnosis of the illness or injury, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21200

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Tuition Reimbursement

CUTOFF: Termination of employment

DESCRIPTION: Approved tuition costs are reimbursed upon successful completion of undergraduate/graduate courses that are job-related or part of a degree program consistent with the Department's mission. Records are maintained for individual employees and include Application for Tuition Reimbursement form, detailed billing that specifies the course taken and cost, approved grade notice, and documentation of any financial assistance received.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21198

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
